

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Supervisor Title I Migrant Programs

GENERAL RESPONSIBILITIES

1. Audits and works with all relevant school sites to maintain accurate migrant student data for FTE, state, federal reporting and for program monitoring at the district level.
2. Assists in developing and implementing a written in-service training plan for training program and non-program personnel in the encoding and decoding of Migrant Student Record Transfer System student records and the encoding of the skills transmittal forms.
3. Provides reports on Migrant student data.

SPECIFIC RESPONSIBILITIES

1. Audits data for Migrant students received from all school sites and Federal State Grants (FSG) office.
2. Transmits, via computer, all records updates concerning, but not limited to, student identification, eligibility information, enrollment and withdrawal information, supplemental programs, education information, text data, secondary credit, etc.
3. Updates computerized student records.
4. Validates accuracy, tracks and processes (dates, labels and mails all health updates on migrant students.
5. Communicates regularly with school sites regarding any urgent health conditions and/or skills information received to appropriate Home-School Liaison and/or school.
6. Maintains a file on all migrant children.
7. Provides FSG staff monthly and periodic counts, listing, and reports.
8. Assists in developing and implementing a written in-service training plan for program and non-program personnel in the encoding of Migrant Student Record.
9. Accesses, inputs and retrieves information and data from a computer.
10. Attends workshops and in-service sessions to keep up to date on any changes and/or additions regarding the migrant student records system.
11. Audits and works with all school sites to maintain accurate migrant records data for FTE, state, federal reporting and for program monitoring at the district level.

12. Accepts and maintains encounter logs from service providers for audit purposes.
13. Maintains student eligibility verification for school sites providing educational services.
14. Assists in the development of new student requests with MIS staff.
15. Collaborates with Transportation Department and coordinates the federal vehicle fleet to ensure vehicles are provided inspection, staff is appropriately trained and staff has full access to the fleet.
16. Communicates regularly with school sites regarding error correction and data entry issues.
17. Monitors collection of student information required for enrollment to the Migrant Summer Institute.
18. Develops logistical coordination of the Christina Smiles dental program.
19. Assists in the update of migrant educational program and support services codes.
20. Liaison between the Florida Department of Education data entry program and the local MIS program.
21. Assists FSG records clerks in monitoring quality control process of eligible migrant students in Collier County.
22. Provides district FSG staff with migrant student data for monitoring allocations and school planning.
23. Performs other duties as assigned.